

Texas Education Agency Standard Application System (SAS)

2018–2019 Technology Lending		
Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here:
Grant Period:	May 1, 2018, to August 31, 2019	
Application deadline:	5:00 p.m. Central Time, February 6, 2018	Place date stamp here. <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED TEXAS EDUCATION AGENCY 2018 FEB -5 PM 1:10 DOCUMENT CONTROL CENTER GRANTS ADMINISTRATION </div>
Submittal information:	Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address: Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Amendment #	
Kirbyville CISD	121905		
Vendor ID #	ESC Region #		
1746001533	5		
Mailing address	City	State	ZIP Code
206 E. Main St.	Kirbyville	TX	75956

Primary Contact

First name	M.I.	Last name	Title
Jimmy		Gaspard	Director of Technology
Telephone #	Email address		FAX #
409.423.7522	jgaspard@kirbyvillecisd.org		409.423.2367

Secondary Contact

First name	M.I.	Last name	Title
Georgia		Sayers	Assistant Superintendent
Telephone #	Email address		FAX #
409.423.7521	gsayers@kirbyvillecisd.org		409.423.2367

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Thomas		Wallis	Superintendent
Telephone #	Email address		FAX #
409.423.2284	twallis@kirbyvillecisd.net		409.423.2367

Signature (blue ink preferred)

Date signed

1/31/18

Only the legally responsible party may sign this application.

Schedule #1—General Information

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, **the application will be disqualified.**

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines</u> for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #4—Request for Amendment

County-district number or vendor ID:

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division Administering a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
1.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
2.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
3.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
4.	Schedule #11: Capital Outlay	6600	\$	\$	\$	\$
5.	Total direct costs:		\$	\$	\$	\$
6.	Indirect cost (%):		\$	\$	\$	\$
7.	Total costs:		\$	\$	\$	\$

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID:

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	Schedule # Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #5—Program Executive Summary

County-district number or vendor ID: 121905

Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The campus that will be served with these funds is **Kirbyville Junior High School (KJH)**. KJH serves 353 students in grades 6-8, and 58.9% of those students are classified as economically disadvantaged.

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

Kirbyville Consolidated Independent School District (KCISD) seeks funding to implement a technology lending program so that KJH students have the tools necessary to access digital instructional materials beyond the brick and mortar and operating hours of their school. Achieving our district's mission of *engaging all students in a high-quality education* requires meaningful learning supported by digital materials and robust connectivity inside and outside of classroom walls. As described in our Long-Range Technology Plan, we are moving toward a flipped classroom model supported by 1:1 access, but many of our students still lack computing devices and/or internet connectivity outside of school. Equitable access to quality digital resources is critical for **all** KJS students to excel in 21st Century Classrooms and beyond. KJH was selected for this project because of the gaps identified between student performance on STAAR at the campus level and that of the economically disadvantaged sub-group.

Budget and Sustainability – Grant funds will be used to purchase Chromebooks, operating systems (academic licenses), protective cases, carrying bags, and mobile hotspots to lend to KJH students who would not otherwise have access to digital instructional materials off campus because they lack either personal learning devices and/or internet access. All expenses in the budget are assigned in order to adequately support grant requirements and expected results, and all expenses are supplemental and do not supplant or duplicate services currently provided. The KCISD Board of Trustees has made instructional technology a priority, and this project aligns with Board Goals, the KCISD Long Range Technology Plan, and the KJH Campus Improvement Plan. KCISD is committed, through ongoing professional development, to supporting flipped classrooms which requires equitable access to personal devices and internet connectivity for all students.

Needs - Closing the digital divide created by economic hardship by providing equitable access to computers and the internet is imperative at KJH where 58.9% of the students are economically disadvantaged and the gaps between the percent of students passing STAAR at the campus level and the passing rate of the economically disadvantaged sub-group range up to 15%. On a survey administered in January of 2018 to parents, students, and teachers, **49.7% of KCISD students reported that they do not have access to a computer at home and 36.2% reported that they do not have internet access.** Many parents expressed concern that the primary access to the internet in their home is through cellular phone data plans, and teachers noted that it was difficult for them to implement the flipped classroom model because of the inequity of student access to computers and the internet outside of school.

Management Plan – The KCISD Director of Technology will serve as the Project Director and will collaborate with the project team to ensure the program is delivered as designed based on established milestones and timelines. The Director of Technology will serve as the point of contact for staff, stakeholders, and the internet service provider and ensure, in coordination with the District Technology Committee, that all requirements for success of the program are in place through monitoring and as-warranted adjustments. The Assistant Superintendent, who serves on the District Technology Committee, has decision-making authority for the district and will act so all needed components of district support are in place.

Evaluation Plan – A logic model will be established to guide the evaluation process to include methods of evaluation, processes for collecting data, and person(s) responsible. Data will be collected, analyzed, and reported to the KCISD District Technology Committee each quarter to provide for the identification and correction of any problems that might arise. Quantitative and qualitative data will be examined in relation to intended results.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Statutory Requirements – KCISD currently has a computer to student ratio of 1:3. Instructional Materials Allotment (IMA) funds are unavailable to purchase devices because they are fully committed this biennium for a K-8 English, Language Arts, and Reading (ELAR) adoption and textbooks and instructional materials for new courses, new teachers, technology applications requirements, and to replace aging/outdated CTE texts and materials. Local and e-rate funds are used for infrastructure needs. While some existing state and federal grant funds are approved for technology purchases, these are restricted to serve the students and purpose of specific programs.

Program Requirements – The technology lending program proposed in this application will provide 130 computing devices and 100 mobile hotspots to KJH students who do not currently have access to computers and/or internet in their homes. The access to technology will further engage students in their education, aligning to our district's mission and will contribute to reaching the district goal of a 1:1 initiative supporting the flipped classroom model. The technology lending program integrates well with and supports/enhances our current curriculum, instructional model, and use of digital materials by increasing the ability of teachers to implement strategies such as project-based learning, problem-solving activities, and projects, and providing greater access to text, teacher-created videos, and intervention/acceleration software. A recent technology audit conducted by Education Service Center, Region 5 demonstrates our ability to support this initiative through existing infrastructure and technology support. Equipment will be carefully accounted for through our check-out system, policies, inventory system, signed agreement with parent and students, and orientation/ongoing workshops for parents.

TEA/Statutory Priorities – KCISD has not previously received funding for a Technology Lending Grant from the Texas Education Agency (10pts.) KCISD has an enrollment of more than 40% at the participating campus (58.9% economically disadvantaged at KJH) and has a Technology Plan on file with the Texas Education Agency for the 2016-2017 school year.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #6—Program Budget Summary					
County-district number or vendor ID: 121905			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section, 32.301					
Grant period: May 1, 2018, to August 31, 2019			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$12,000	\$	\$12,000
Schedule #9	Supplies and Materials (6300)	6300	\$37,354	\$	\$37,354
Schedule #10	Other Operating Costs (6400)	6400	\$	\$	\$
Schedule #11	Capital Outlay (6600)	6600	\$	\$	\$
Total direct costs:			\$	\$	\$
1.292% indirect costs (see note):			N/A	\$646	\$646
Grand total of budgeted costs (add all entries in each column):			\$49,354	\$646	\$50,000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$50,000
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$7,500
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #8—Professional and Contracted Services (6200)		
County-district number or vendor ID: 121905		Amendment # (for amendments only):
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.		
Professional and Contracted Services		
#	Description of Service and Purpose	Grant Amount Budgeted
1	Provide 100 active hotspots for internet access in student homes for 12 months	\$12,000
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$12,000
b. Remaining 6200—Professional and contracted services that do not require specific approval:		\$0
(Sum of lines a and b) Grand total		\$12,000

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #9—Supplies and Materials (6300)		
County-District Number or Vendor ID: 121905		Amendment number (for amendments only):
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval: 130 laptops, operating systems (academic licenses), cases, and carrying bags to lend to students.	\$37,354
Grand total:		\$37,354

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 121905		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$
Grand total:		\$

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #11—Capital Outlay (6600)				
County-District Number or Vendor ID: 121905			Amendment number (for amendments only):	
#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
66XX—Software, capitalized				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
66XX—Equipment, furniture, or vehicles				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
Grand total:				\$0

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #12—Demographics and Participants to Be Served with Grant Funds														
County-district number or vendor ID: 121905										Amendment # (for amendments only):				
Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.														
Student Category	Student Number	Student Percentage	Comment											
Economically disadvantaged	208	58.9%	Source: 2016-2017 TAPR Report for KJH											
Limited English proficient (LEP)	5	1.4%	Source: 2016-2017 TAPR Report for KJH											
Disciplinary placements	10	2.5%	Source: 2016-2017 TAPR Report for KJH											
Attendance rate	NA	95.6%	Source: 2016-2017 TAPR Report for KJH											
Annual dropout rate (Gr 9-12)	NA	NA	Students to be served are in grades 6-8											
Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.														
School Type:		<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Open-Enrollment Charter			<input type="checkbox"/> Private Nonprofit			<input type="checkbox"/> Private For Profit			<input type="checkbox"/> Public Institution		
Students														
PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
							104	123	126					353

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #13—Needs Assessment

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

As part of the comprehensive needs assessment conducted annually by KCISD, the District Technology Committee conducts a technology assessment using student assessment data, surveys, interviews, inventories, and the Texas Campus STaR Chart to analyze the status of technology in the district and determine current and future needs. Items analyzed include infrastructure, hardware, software, programs, courses, student achievement, technology resources, staff development, and technical support. Through this process, needs and root causes are identified and prioritized based on their impact on student achievement.

One of the goals established and met as a result of this process was the creation of an online portal to provide access to online learning systems for anytime/anywhere student learning. The impact of this initiative, however, has fallen short of expectations due to the large number of students who do not have access to computing devices and/or internet connectivity in their homes. The following data was collected in a survey administered to students, parents, and teachers in January of 2018:

- 49.7% of students said they did not have access to a computing device at home and 36.2% said they do not have internet connectivity at home.
- Many parents reported that the primary device their child uses to complete work requiring internet access is a cellular phone that provides limited access/capability and is also limited by the amount of data they can afford. Others described using the public library or school for access before and after school, but mentioned problems such as limited hours, transportation, and schedule conflicts.
- 90% of teachers said they do not require any learning activities at home that rely on access to computing devices/internet because so many of their students do not have the resources to complete them. They do, however, make numerous resources available through the district portal for those students who do. Many reported that they wish to implement the flipped classroom model but cannot do so because of this digital divide.

59.3% of students in the Kirbyville ISD are classified as economically disadvantaged. According to the American Community Survey administered by the U.S. Census Bureau in 2015, the median income in Kirbyville is \$22,639 with 26.3% of households living in poverty. The digital divide between those students who do and those who do not have access to computing devices and internet connectivity at home is evidenced by the gaps when comparing student performance of all students to that of the economically disadvantaged sub-group, particularly at the junior high level in the subjects of science and social studies.

KJS STAAR Percent at Approaches Grade Level or Above 2017

	Campus	Economically Disadvantaged
Science	75%	64%
Social Studies	60%	53%

For this reason, we have selected KJH as the campus to benefit from the technology lending program. Academic excellence in the sciences and social sciences is dependent upon instructional practices such as project-based learning, simulations, research, data collection and analysis, and anywhere/anytime ability to access information.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Equitable student access to computing devices at home for anytime/anywhere learning (49.7% of KCISD students report that they do not have access to computing devices at home.)	130 Chromebooks will be purchased to loan to KJS students who do not have access to computing devices at home.
2.	Equitable student access to internet connectivity at home for anytime/anywhere learning (36.2% of KCISD students report that they do not have access to computing devices at home and many who do report that it is only through cellular phone data plans.)	100 active, mobile hotspots will be provided to KJS students who do not have internet connectivity at home.
3.	Teachers' ability to implement the flipped classroom model when students can access learning resources at home through the District portal and the World Wide Web (90% of KCISD teachers report that they do not require learning activities at home that rely on access to computing devices and internet because so many of their students do not have access to them.)	Teachers' ability to implement the flipped classroom model will increase when all KJH students have access to computing devices and internet connectivity at home.
4.	Technology Application Proficiency	Through the technology lending program, students will have greater exposure to digital devices and applications to build technology literacy.
5.	Student Academic Performances	Through the technology lending program, students will gain access to intervention and learning programs through the District portal, increasing instructional time and support.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #14—Management Plan

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Director of Technology	Texas Teaching Certificate. Bachelor's Degree. Experienced and expert in leading instructional technology initiatives at the classroom, school, and district level. Excellent communicator/leader. Expert presenter/coach, and experience leading/administrating state and federal grants.
2.	Campus Technologists	Texas Teaching Certificate. Bachelor's Degree. Experienced and expert in leading instructional technology initiatives at the classroom and school level. Excellent communicator and leader with students, parents, and teachers. Expert presenter/coach.
3.	Assistant Superintendent	Texas Superintendent's Certificate. Master's Degree. Successful experience leading and administrating state and federal grants.
4.	Technology Specialist (2)	Trained, experienced and skilled in managing and troubleshooting hardware, software, and infrastructure in an instructional environment.
5.	Help Desk Assistant	Trained, experienced, and skilled in assisting users to troubleshoot technology issues via telephone and email.

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Provide computing devices and internet access for KJH students currently without	1. Secure quotes through competitive bidding process	05/01/2018	05/14/2018
		2. Order, receive, and inventory equipment	05/15/2018	06/30/2018
		3. Set up equipment for check-out	07/01/2018	07/31/2018
		4. Ongoing maintenance of equipment	08/01/2018	08/31/2019
		5.		
2.	Implement technology lending program	1. Administrative and Board approval of policies	05/01/2018	05/30/2018
		2. Conduct orientation presentations	05/01/2018	06/01/2018
		3. Identify students in need	05/01/2018	09/01/2018
		4. Students/Parents complete contracts	08/01/2018	09/15/2018
		5. Loan equipment	08/20/2018	08/31/2018
3.	Provide orientation and workshops for parents	1. Conduct orientation presentations	05/01/2018	06/01/2018
		2. Survey teachers and parents needs	05/01/2018	03/01/2019
		3. Establish and communicate workshop schedule	05/01/2018	03/15/2019
		4. Conduct parent workshops	08/01/2018	06/01/2019
		5.		
4.	Provide training/coaching for teachers to maximize use and impact	1. Conduct orientation presentations	05/01/2018	06/01/2018
		2. Use STaR data and teacher input to identify needs	05/01/2018	06/01/2019
		3. Establish and communicate training schedule	05/15/2018	05/15/2019
		4. Conduct teacher training	06/01/2018	08/31/2019
		5. Follow up with ongoing coaching	06/01/2018	08/31/2019
5.	Increase mastery of grade level proficiency on grade level tech applications TEKS	1. Pre-test	05/01/2018	06/01/2018
		2. Targeted student lessons and teacher training	06/01/2018	04/30/2019
		3. Formative assessments	10/01/2018	03/31/2019
		4. Post-test	05/01/2019	06/01/2019
		5.		

Unless pre-award costs are specifically approved by TEA, grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Director will work closely with the campus technology liaison and the campus principals to lead and facilitate the implementation and monitoring of the proposed project. The existing District Technology Committee on which all of these personnel serve - along with teachers, parents, the librarian, the Assistant Superintendent, and community members - meets a minimum of quarterly. Progress toward meeting the goals and objectives of technology initiatives to include this grant project are reported at each of these meetings and any needed adjustments in course are planned and implemented. The Assistant Superintendent has decision-making authority for the district so is able to respond with agility to any issues. A survey mechanism is in place for parents, students, and staff to provide input, in addition to open-door communication channels, so that staff can identify and respond to any issues requiring a more immediate, just-in-time response than the next scheduled meeting. We will create an area on our website that will include a technical support FAQ and a communication form parent may use to contact our helpdesk as questions arise. Ongoing two-way communication with parents is especially critical for the success of this project. Parents have been involved in the needs assessment and planning process, and they will be particularly involved in implementation. Project orientation meetings will be held for parents, along with ongoing workshops so that they can become familiar with the instructional resources that their children will be able to access at home. Parents will have access to the help desk, and the Director of Technology will monitor help desk questions from parents to determine common issues and respond to them. The Director of Technology will also serve as the liaison with the internet service provider to ensure quality and uninterrupted service.

The Director of Technology and Campus technologist will support teachers in implementation through ongoing professional development to ensure maximize utilization of the devices and the resources to be accessed through them to enhance instruction and student achievement.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Existing Efforts – The current use of Chromebook in KJH classrooms, along with educational licenses and online access to productivity software, educational apps, assignments, and instructional videos has created a foundation for a seamless transition from learning at school to learning at home. Students who have access to the needed technology at home are able to watch YouTube videos created by their teachers and view assignments to stay on track when they miss school or require reinforcement of concepts. Parents are better able to assist students and monitor their assignments/progress. Reading materials, tutoring software, and resources for research are readily available to KJH students online.

Coordination of Efforts for Maximum Effectiveness- The Director of Technology, in coordination with the campus technologists and teachers, will ensure that the devices are loaned to those students with the greatest need for access and that students and teachers maximize the benefit of that access by leveraging existing curriculum resources. Teachers will ensure that students have mastered the instructional technology TEKS for their grade level so that they can take full advantage of the online resources. The Director of Technology will coordinate with the internet service provider to ensure consistent and quality internet connectivity for the mobile hotspots.

Commitment to Project's Success- Teachers, parents, and students have been involved in the needs assessment and design of this proposal and will continue that involvement throughout implementation. They are invested in the success of the project. KCISD will continue to support teachers through ongoing professional development in instructional strategies such as flipped classrooms and project-based learning, and curriculum resources and to support parents through workshops on using the online access to support their children's learning. The KCISD Board of Trustees and administration has a long-term commitment and investment in instructional technology and will ensure infrastructure, policies, and procedures support the project.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #15 – Project Evaluation

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Student Participation Data Collection and Analysis	1.	# and % students checking out devices through Tech Lending Program
		2.	# and % economically disadvantaged students participating
		3.	# and % students' homes provided internet access with grant funds
2.	Student Assessment Data Collection and Analysis	1.	# and % of students demonstrating proficiency on Tech Applications TEKS
		2.	# and % of students showing increase in academic achievement on STAAR
		3.	# and % of students showing increase in attendance
3.	Teacher/Course Data Collection and Analysis	1.	# and % of teachers leveraging digital instructional materials
		2.	# and names of courses using digital instructional materials
		3.	# and % of teachers implementing flipped classrooms
4.	Inventory of Technology Equipment	1.	Ratio of technology devices to students needing devices
		2.	
		3.	
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Program Level Data Collection – The KCISD Director of Technology will monitor all program activities and associated data including student need, check-out records, student participation and academic data, and artifacts from stakeholder meetings, workshops, and trainings. The Director of Technology will create and maintain databases to hold this data and to track inventory and use.

Student Level Data Collection – Pre- and post-tests, along with formative assessments, state assessments, and attendance will be used to collect data regarding student achievement, participation, and attendance. The campus technology liaison will monitor student checkout.

Identification and Correction of Problems with Program Implementation – Program and student data will be continuously examined and disaggregated to determine needs and outcomes. KCISD District Technology Committee meetings and additional stakeholder meetings such as parent and teacher orientations and workshops will ensure the Director of Technology is able to identify programmatic issues as they arise. The Director of Technology will address any significant issues identified in coordination with relevant staff and stakeholders. Action plans will be developed and implemented to resolve identified issues.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 121905

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

KCISD has a computer to student ratio of 1:3 including desktop computers and laptop/Chromebook carts in classroom, lab, and library settings. At KJH, 35% of classrooms have at least two student computers, there are five instructional computer labs (technology applications, reading, writing, career investigation, and general), one laptop, three Chromebook, and two ipad carts available for teachers to checkout for classroom use, and 14 computers in the library. KJH has piloted a Bring Your Own Device (BYOD) program with limited success because of the high numbers of students who do not have a device to bring. There are not presently a sufficient number of portable devices for a technology lending program, and the district does not own mobile hotspots.

Currently, funds from the Instructional Materials Allotment (IMA) are unavailable to purchase devices for a technology lending program because they are fully committed. The IMA funds allocated for this biennium have been used or are committed for textbooks and resources for new course offerings, the upcoming English, Language Arts, and Reading (ELAR) K-8 adoption, K-8 technology applications requirements, replacement of aging/outdated resources for specific CTE courses, and instructional materials to provide additional tools for new teachers.

Some funds from federal grants and state allotments have been allocated for technology purchases, but those purchases must be used to support identified students in reaching specific program goals. These funds are not currently available for a technology lending program but access to intervention/acceleration software purchased with these funds will increase with a technology lending program in place. Coordination of funds between those grants and the funds sought in this application will enhance multiple programs.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 121905

Amendment # (for amendments only):

TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The mission of KCISD is *to engage all students in a high-quality education so that they may become responsible, productive, citizens in a global society*. The Board of Trustees, instructional leadership, and teaching staff know that robust technology is key to strengthening student engagement because of the increased depth, access to information, and problem-solving tools it provides. Therefore, several of the district goals are focused on the use of technology to enhance instruction and increase student achievement. The district has a goal of providing a 1:1 ratio of computers to students in order to implement instructional technology initiatives at the ideal level. The devices provided through this grant would make that possible at KJH.

KCISD has a goal to implement the flipped classroom model, an instructional model where with teacher-created videos and interactive lessons, instruction that typically occurs in class can be accessed at home in advance of class. This allows classroom time to work through problems, advance concepts, and engage in collaborative learning. Teachers have begun to create these video lessons, and students who are absent can access them through a district portal accessible on the district website. Efforts to scale up this initiative are slowed, however, by the large number of students who do not have access to computers and internet at home. KCISD has invested in software to provide intervention and acceleration to those students who need it to meet district, school, and personal academic goals. Increased access to these programs beyond classroom walls will boost the impact. Literacy is a priority in KCISD. A technology lending program will increase our students' access to text beyond the school day, supporting district and campus initiatives such as Accelerated Reader and research projects.

Additionally, technology literacy is a priority in KCISD. The digital divide that exists between students who do have access to technology and those who do not impacts student success beyond K-12 classrooms to college and careers. By implementing a technology lending program, we provide the opportunity increased authentic applications of technology for those students who are currently use computers and the internet only in school.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The rural areas of our school district are limited to either Broadband MiFi or satellite dish for internet service. KCISD will provide service through 100 Broadband MiFi hotspot devices. KCISD will select the service provider through a competitive bidding process and will pay for monthly services through the end of the grant period. The KCISD Director of Technology will work closely with the vendor to plan and execute service and to troubleshoot any issues.

Through parent and teacher orientations and follow-up communications, KJH administration and the campus technologist will identify students who do not have internet service in their residence. These families will be connected with the active mobile hotspots, along with a Chromebook also purchased through this grant if the student does not also have access to a computer at home. A contract will be reviewed with each parent and student containing a commitment for responsible use including:

- Compliance with KCISD Code of Conduct
- Compliance with KCISD Acceptable Use Policy
- Agreement that Internet connection will be used only by student for school work
- Acknowledgement of no expectation of privacy
- Requirement to report loss or damage immediately
- Handling of security passcodes

Workshops will be provided to parents and students describing each of the commitments in the contract and providing instruction on how to use the device. Workshops will also be held for parents and students on the instructional content that will be available to the student via the district portal and the internet. Teachers will assign work supported by internet access.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Curriculum and Instruction – The use of technology is integrated throughout the KCISD curriculum at all grade levels and in all subjects. Technology is used to increase depth of content, provide tools to access and interact with content, provide demonstrations and simulations, provide productivity tools, conduct research, develop presentations and create products, access and read literature, and participate in project-based learning. Teachers provide video lessons and access to learning resources through the district portal, along with class syllabi and assignments. Students are also able to access intervention and acceleration software through the district portal and to access teacher videos for review or reinforcement of lessons. Implementation and mastery of the technology applications curriculum will be enhanced with the lending program.

Classroom Management Policies and Practices – Many classroom management challenges are presented when students are not engaged or miss classroom instruction. Student engagement will be increased when more class time can be spent on active learning activities rather than the presentation of material. Students will be able to stay current in classroom learning by accessing lesson videos and assignments from home through the district portal. Assignments can be submitted electronically, and responsible use of the internet will be reinforced.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

KJH uses a variety of digital instructional resources to support and enhance instruction in mathematics, science, reading, writing, and social studies in grades 6, 7, and 8. These include video lessons, spreadsheets, and intervention software programs in mathematics; demonstrations, simulations, and real-life applications in science; digital libraries and intervention and acceleration software in reading; word processing, editing, and publication software in writing; and data bases and research tools in social studies.

Specific software programs currently in use at KJH include:

- Read 180
- Discovery Education Video Online
- Accelerated Reader
- iStation
- Study Island
- Think Through Math
- Learning.com Easy Tech, Aha! Math, and Aha! Science
- Microsoft Suite
- Google Apps

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Infrastructure - The KCISD WAN provides fiber connectivity to all campuses, administrative offices, and facilities to support a 10 gigabyte backbone between campuses. Wireless access points provide wireless connections throughout the campuses. The district servers provide district information, student work storage, web access, and content screening. Written policies are in place on acceptable use of the internet, World-Wide Web content, and network management. CIPA filtering is applied through the use of a Netspective filter appliance. KCISD currently has a 1 gigabyte connection to the internet shared by our three campuses.

Technical Support – Support for technology is provided at both the district and campus level through the Department of Technology. Personnel include the Director of Technology, two Technology Specialists, a help desk assistant, and two campus technologists. The campus technologists are certified teachers who provide instructional support to teachers.

KCISD also collaborates extensively with ESC, Region 5 for ongoing professional development in instructional technology and for technical support such as technology audits. KCISD recently participated in a technology audit conducted by a team from ESC, Region 5. The findings from this audit demonstrate that our infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at KJH. The relevant findings include:

- Core network in place with scalability to accommodate future growth.
- District wiring is completely Cat5e and Cat6.
- Virtual server environment continually backed up to active space.
- 1 gbps internet connection
- Adequate available network/technical personnel

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 121905

Amendment # (for amendments only):

TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Check-out Process – The campus technologist, in collaboration with the librarian, will oversee the check-out process, and the check-out will be recorded and monitored through the library system. Students will be required to bring charged devices to school each day for use in the classroom since this program is part of a 1:1 initiative. Teachers will monitor this as a routine part of classroom management and communicate with students and parents if issues arise. An official device check will be performed quarterly under the oversight of the campus technologist and librarian. Student need will be identified through an orientation and application process, and devices will be checked out to those demonstrating the greatest need as determined by administration through this process. Check-out will be for the grant year unless circumstances of need change during the year.

Maintenance of Equipment – Expected, routine care of equipment by students and parents will be outlined in parent and student orientations, workshops, and the signed agreement. Teachers will monitor this as routine part of classroom management and the librarian and campus technologist will monitor during quarterly checks. Device management, repair, and troubleshooting will be provided by the technology specialists. Mobile hotspots will be password protected.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Accounting of Technology Lending Equipment – Devices will be tagged as KCISD property and will have a bar code for inventory purposes. Students and parents will sign an agreement form for checkout. The district will develop a local policy specific to the Technology Lending Program prior to implementation based on current KCISD technology policies and models from Texas school districts with successful technology lending programs in place.

Insurance – KCISD will not purchase insurance for the devices in the Technology Lending Program as the insurance is extremely costly in relation to the replacement cost of the devices. If a device is lost or damaged, it will be replaced from local funds.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person: